

UTAH AREA WORLD SERVICE COMMITTEE GUIDELINES

The purpose of this guideline is to describe responsibilities and procedures that apply to the Utah Area World Service Committee, which are not covered in the Service Manual. The primary purpose of the guideline is to provide a supplement to the manuals.

A. DELEGATE

1. These duties are covered in detail in the Service Manual.

B. ALTERNATE DELEGATE

1. These duties are covered in the Service Manual and the Utah Election uidelines.

In addition:

- a. As stated in the service manual, if the Delegate is unable to complete the term, the Alternate Delegate will become the Delegate for the remainder of the term.
- b. Attends meetings within the Utah Area in lieu of the delegate.
- c. Communicates with the AA Assembly/Agenda chair about area conferences.
- d. Coordinates Al-Anon Conference hosting committee with the Area.
- e. Coordinates area fundraisers.

C. AREA CHAIR

1. Prepares an agenda for all Area meetings and provides a copy to the Area Secretary for distribution to other Area committee members, including Coordinators, District Representatives and active Past Delegates.
2. Assures that action is taken on all matters coming before the Area Committee.
3. Conducts Area meetings in an orderly manner.
4. Remains aware of activities, attitudes and concerns in the Area and keeps the Committee informed.

D. AREA RECORDING SECRETARY

1. Takes minutes for each Area meeting including Assemblies, Rallies and agenda meetings.
2. Types and mails copies of minutes to all Area Committee members (Officers, District Representatives, Coordinators and all active Past Delegates). These are to be distributed within thirty days following each meeting.
3. Distributes the Agenda as prepared by the Chairperson for all forthcoming meetings to all Area Committee members as stated above. Sends at least one (1) copy to the Alanews as soon as possible.
4. Keeps copies of all meeting minutes and submits a copy to the Archive Coordinator.

E. AREA GROUP RECORDS SECRETARY

1. Keeps an updated mailing list and directory.
2. Receives all WSO group printouts. Sends all updates to WSO.
3. Distributes an area directory to the Area Committee members twice a year. Also, makes extra copies available for purchase by the Group Representatives and fellowship members.

F. AREA TREASURER

1. Pays expenses as required to meet the obligations of the Utah Area as outlined in the Budget and Finance guidelines.
2. Prepares and presents a financial report at each Area meeting.
3. Establishes an account with a bank of his/her choice.
4. Maintains a set of books so that all monies may be accounted for.
5. Submits a final Financial Report at year's end with sufficient copies for DR's to distribute to each group in their District.
6. Prepares an annual budget to be presented for approval at the Fall Assembly for the following year.

G. COORDINATORS

1. ALATEEN

- a. Can give assistance to Alateen sponsors and Districts forming new groups.
- b. Helps set up Alateen meetings and activities at Area Conferences.
- c. Assists District Alateen Chairpersons with any problems.
- d. Works with District Alateen Chairs to develop a list of Alateen speakers throughout the area.
- e. Is suggested to support by attending and/or administering annual training in order to obtain or maintain AMIAS certification.

2. ALATEEN PROCESS PERSON

- a. Maintains records in accordance with Al-Anon principles of anonymity as well as state and federal laws.
- b. Processes applications of AMIAS and Alateen Group Registrations,
- c. Corresponds with the AWSC, WSO, and district representatives through the Utah Area.
- d. Certifies AMIAS candidates at the area level
- e. Compiles the necessary forms and performs the background checks
- f. Notifies District Alateen Coordinators of approved AMIAS candidates
- g. Reports certifications annually
- h. Maintains the list of AMIAS for the Utah Area
- i. Reports safety concerns to the Area Alateen Coordinator as necessary.

3. ALANEWS

- a. Publishes and distributes an Area newsletter every quarter.
- b. Updates subscriptions as needed

4. ARCHIVES

- a. Gathers and organizes a history of the Utah Area Al-Anon/Alateen fellowship.
- b. Provides an Archive display at each conference.
- c. Provides an Archive display at other functions when requested.

5. FORUM

- a. Encourages each Al-Anon/Alateen member to subscribe to the Forum.
- b. Passes information from the WSO to the fellowship about the Forum.

6. GUIDELINES

- a. Maintains the guidelines, incorporating any motions made at an area assembly, which might affect the current guidelines.
- b. Reviews the area guidelines yearly after the publishing of the WSO Conference Summary and makes changes as needed.
- c. Chairs the guidelines committee and calls its members as needed to review any changes before taking them to the Fall Assembly.
- d. Where WSO Conference changes or where directed by the area committee, creates any new guidelines required and submits them to the following assembly within that calendar year for approval.

7. LITERATURE

- a. Prepares literature displays for all Area Conferences.
- b. Helps get literature to outlying areas.

8. PUBLIC OUTREACH

By providing posters, literature and speakers:

- a. Carries the Al-Anon/Alateen message to the professional community.
- b. Carries the Al-Anon/Alateen message to treatment facilities.
- c. Coordinates outreach activities with local districts through the District Outreach Chairperson or DR.
- d. Coordinates Area outreach activities with newspapers, television, and radio, listing Al-Anon Information phone number in local newspapers being careful to follow Tradition 10.
- e. Carries the Al-Anon/Alateen message to schools.

9. UTAH AL-ANON/ALATEEN INFORMATION SERVICE

Responsibilities are listed in the By-laws of the Al-Anon/Alateen Information Service.

10. WEBSITE

- a. Works with Area Committee and District Representatives to update meeting schedules and events, and service documents on the website.
- b. Maintains website for appropriate content
- c. Updates website in a timely manner.

H. DISTRICT REPRESENTATIVE AND ALTERNATE DISTRICT REPRESENTATIVE

1. Submits a list of groups, Group Representatives, Alternate Group Representatives, group current mailing addresses and any District changes to the Area Group Records Secretary as changes occur.
2. Holds an election every three years for the purpose of electing new District Officers. A District Representative should not serve more than one complete three-year term. Alternate District Representatives may complete an unexpired term of a DR who resigns and serve one three-year term of their own.
3. Distributes copies of the minutes of the Area Committee meetings to the GR's.
4. Hold and chair regular District meetings with their GR's. These meetings should be held bi-monthly or more often as needed.

5. The DR's will distribute all information received from committee officers of the Utah Area to their respective GR's within thirty days of receipt of such information.
6. The DR's attend all Area Committee Meetings and Conferences. If they cannot attend, the Alternate DR should attend in his/her place.
7. Discuss group and District problems with GR's.
8. Is available to assist GR's in the District with any concerns.
9. Brings to the assembly any District problems and activities that may benefit others.
10. Has a good grasp of the group conscience of the District.

I. PAST DELEGATES

Attend Area functions to lend support and knowledge to Area Officers and conference members.

Date	Contact	Revision
9/5/2015	Chris C.	Added Alateen Process Person and Guidelines Coordinator positions. Updated Alateen Coordinator job description. Made formatting changes where necessary for consistency.
9/26/2015	Denise L.	Revised and approved in assembly as amended. Removed "Oversees Alateen Process Person and their duties" from G1. Changed the Alanews distribution from every 2 months to ever quarter to comply with the latest motion approving frequency of distribution.